

**Appendix A**

**HAMPTON ROADS AREA STATEMENT OF SPECIAL INSPECTIONS**

**PROJECT**

Name:

Address:

**PERMIT APPLICANT**

Name:

Address:

**PRIMARY RDP OF RECORD**

Name:

Address:

**STRUCTURAL ENGINEER OF RECORD**

Name:

Address:

This Statement of Special Inspections is submitted as a condition for permit issuance in accordance with the International Building Code (IBC) as stated in the Virginia Uniform Statewide Building Code (USBC). It includes a Schedule of Special Inspections applicable to this project as well as the name of the Special Inspector, and the identity of other testing laboratories or agencies intended to be retained for conducting these inspections or tests.

The Special Inspector shall keep records of all inspections, and shall furnish inspection reports to the Building Official, appropriate RDP(s), Owner and Contractor. All discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and appropriate registered design professional(s). Interim reports shall be submitted to the Building Official, Owner, Contractor and the appropriate RDP(s) according to the *Hampton Roads Regional Special Inspection Guidelines and Procedures*.

Jobsite safety is solely the responsibility of the contractor. Materials and activities to be inspected are not to include the contractor's equipment and methods used to erect or install the materials listed. **All fees/costs related to the performance of Special Inspections shall be the responsibility of the Owner. Additionally, the undersigned (RDP or SER) are only acknowledging that the items enumerated on the Schedule of Special Inspections are consistent with the required design elements, the applicable sections of the Uniform Statewide Building Code and their area of expertise.**

**REVIEW, AUTHORIZATION & ACCEPTANCE**

**Permit Applicant:** *(If not Owner)*

Signature / date:

Printed Name:

**Owner's Authorization:** *(If other than Applicant)*

Signature / date:

Printed Name:

**Primary RDP of Record:**  
**(Review and Acceptance of Schedule)**

Signature / date:

Printed Name:

**SER of Record: (Review and Acceptance of Schedule)**

Signature / date:

Printed Name:

**Building Official's Acceptance:**

Signature / date:

Printed Name:

**SCHEDULE OF SI PREPARED BY:**

**Virginia RDP Seal of SI Preparer**

Printed Name of the Preparer of the Schedule (on line above)

**Special Inspector:**

Signature / date:

Printed Name:

SI Company Name:

## SCHEDULE OF SPECIAL INSPECTIONS

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT/REFERENCE	AGENT	COMPLETED
GENERAL					
Pre-construction conference	Meeting with parties listed in Section 6 of HRRSIGP to discuss Special Inspection procedures	N	Scheduled by SI with the Contractor prior to commencement of work	4	
EARTHWORK					
Site preparation (building)	Field testing and inspection	Y	Field Review, IBC 1704.7.1	3	
Fill placement (building)	Review submittals, field testing and inspection	Y	Field Review, IBC 1704.7.2	3	
Fill compaction (building)	In-place density tests	Y	Field Review, IBC 1704.7.3	2	
Foundation sub-grade	Field inspection of foundation subgrade prior to placement of concrete	Y	Field Review	1	
PILE FOUNDATIONS					
Test piles	Monitor driving of test piles	Y	IBC 1704.8	4	
Pile installation	Monitor driving of piles, including cut off and tip elevation	Y	IBC 1704.8	4	
Pile load test	Monitor pile load test	Y	IBC 1704.8	4	
Pile survey	Review as-driven survey	Y	IBC 1704.8	4	
CONCRETE					
Materials	Review product supplied versus certificates of compliance and mix design	Y	Submittal & Field Review, IBC 1704.4.1, ACI 318: Ch. 4 and 5, IBC 1904, 1905.2-1905.4, 1914.2, 1914.3	4	
Reinforcing steel	Field inspection of placement	N	Field Review, ACI 318:3.5, and Chapter 7, IBC 1704.4, 1903.5, 1907, 1914.4	4	
Formwork installation	Field inspection	N	Field Review, IBC 1906, ACI 318:6.1, 6.2	4	
Concreting operations and placement	Field inspection of placement	N	Field Review, ACI 318:5.9-10, IBC 1704.4, 1905.9, 1905.10, 1914.6, 1914.7, 1914.8	4	
Concrete curing	Field inspection of curing process	N	Field Review, ACI 318:5.11-13, IBC 1704.4, 1905.11, 1905.13, 1914.9	4	
Concrete strength	Evaluation of concrete strength	Y	Laboratory Testing, ACI 318:5.6, IBC 1704.4, 1906.2, 1914.10	4	

## Hampton Roads Regional Special Inspection Guidelines and Procedures

<b>PRECAST CONCRETE</b>					
Quality Control	In-plant review **	N	IBC 1704.2	1	
Erection and installation	Field inspection of in-place precast	N	ACI 318: Ch. 16	1	
<b>MASONRY</b>					
Materials	Review of products supplied versus certificate of compliance and material submitted	Y	Submittal & Field Review, ACI 530.1; Part 2, IBC 1704.5	4	
Strength	Testing/review of strength	Y	Submittal & Field Review, ACI 530.1; 1.4, IBC 1704.5	4	
Mortar and Grout	Inspection of proportioning and mixing	Y	Field Review, IBC 1704.5, ACI 530.1;2.6	4	
Reinforcement	Inspect condition, size, location, and spacing	Y	Field Review, IBC 1704.5, ACI 530.1;3.4	4	
Protection	Inspect procedures for protection during cold and hot weather	Y	Field Review; IBC 1704.5, ACI 530.1;1.8	4	
Anchorage	Inspection of anchorages	Y	Field Review, ACI 530; 2. 1. 4, 4.9, 5.8, ACI 530.1;2.4, IBC 1704.5	4	
Masonry operations and installation	Inspection of application and installation	Y	Field Review, ACI 530.1; Part 3, IBC 1704.5	4	
<b>STRUCTURAL STEEL</b>					
Quality Control	In-plant inspection of quality control procedures**	Y	IBC 1704.2	4	
Bolts, nuts, and washers – materials	Material identification markings Review of certificate of compliance	Y	Submittal & Field Review, AISC 335, Section A3.4; LRFD, Section A3.3	4	
Bolts, nuts, washers – installation	Inspection of in-place high-strength bolts, bearing type, and slip critical connections	Y	Submittal & Field Review, IBC 1704.3.3, AISC LRFD Section M2.5	4	
Structural steel – materials	Material identification markings and Review of Certificate of Compliance	Y	Submittal & Field Review, IBC 1704.3, ASTM A6, A568	4	
Structural steel – installation	Inspection of member locations, structural details for bracing, connections, stiffening	Y	Submittal & Field Review, IBC 1704.3, ASTM A6, A568	4	
Weld filler materials and welder certification	Review of identification markings, certificate of compliance, and welder certifications	Y	Submittal & Field Review, AISC ASD A3.6, LRFD A3.5	4	
Welds	Inspection and testing of welds	Y	Field Review, IBC 1704.3.1, AWS, D1.1, D1.3	4	
Structural details	Inspection of Structural details	Y	Field Review, IBC 1704.3.2	4	
<b>WOOD</b>					
Verify fabrication/quality control procedures	Review submittal and installation	Y	IBC 1704.6	4	
High-Load Diaphragms- Installation	Inspection of sheathing, framing size, nail and staple diameter and length, number of fastener lines, and fastener spacing.	Y	IBC 1704.6.1	5	

**Hampton Roads Regional Special Inspection Guidelines and Procedures**

<b>SPRAYED CEMENTITIOUS AND MINERAL FIBER FIRE RESISTIVE MATERIALS</b>					
Structural member surface conditions	Field Review of surface conditions prior to application	N	IBC 1704.11.1	5	
Application	Field review of application operations	Y	IBC 1704.11.2	4	
Thickness	Field review of applied thickness	Y	IBC 1704.11.3	4	
<b>EXTERIOR INSULATION AND FINISH SYSTEMS</b>					
Application	Field Review of application/installation	Y	IBC 1704.12	2	
<b>SPECIAL CASES</b>					
Alternative Materials and Systems	As requested by Building Official, review system and installation.	Y	IBC 1704.13	1	
<b>WIND AND SEISMIC QUALITY ASSURANCE PLANS</b>					
Wind and/or Seismic Requirements	Review of the quality assurance plan and performance of the Special Inspections required.	Y	IBC 1705, 1706, 1707, 1708	3	
<b>SMOKE CONTROL</b>					
Special Inspection of smoke control systems	Leakage testing and recording of device location. Pressure difference testing, detection, and control verification	Y	IBC 1704.14	1	

INSPECTION AGENTS	FIRM	ADDRESS	TELEPHONE
1. Special Inspector Agent 1			
2. Special Inspector			
3. Special Inspector			
4. Special Inspector			
5. Testing Laboratory			
6. Testing Laboratory			

Note: \* The qualifications of the Special Inspector and Testing Laboratories are subject to the approval of the Building Official.

\*\* Inspection of quality control procedures required only if fabricator is not regularly inspected by an independent inspection agency.

## FINAL REPORT OF SPECIAL INSPECTIONS

### **PROJECT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **PERMIT APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **PRIMARY RDP OF RECORD**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **STRUCTURAL ENGINEER OF RECORD**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To the best of my information, knowledge, and belief, the special inspections required for this project, and itemized in the statement of special inspections submitted for permit, have been completed.

The following discrepancies that were outstanding since the last interim report dated \_\_\_\_\_, have been corrected:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interim reports submitted prior to this final report, and numbered \_\_\_\_\_ to \_\_\_\_\_, form a basis for, and are to be considered an integral part of this final report.

Respectfully submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name (**Agent 1**)

Seal of SI

**Upon completion of all special inspections and testing, the SI shall submit a Final Report of Special Inspections to Building Official for review and approval. The Building Official review and approval is required prior to final building inspection approval or issuance of a Certificate of Occupancy.**